

# CRANBURY PUBLIC LIBRARY

## BOARD OF TRUSTEES

### Meeting Minutes

February 9, 2023, 7:00 p.m.

Cranbury Public Library, Meeting Room 3

#### 1. CALL TO ORDER AND ANNOUNCEMENT OF COMPLIANCE WITH PUBLIC MEETINGS

**ACT** Pursuant to provisions of the Open Public Meeting Act, adequate notice of this meeting has been provided by the Library Director as follows: December 1, 2022 a notice for this meeting was sent to the Cranbury Press, Home News Tribune, Township Clerk and posted in the Public Library.

#### 2. INTRODUCTIONS OF BOARD OF TRUSTEES – call to order at 7:00 pm

Andre Mento, President - Present

Kirstie Venanzi, Vice-President - Present

Ira Negin, Treasurer – Present (arrived at 7:04 pm)

Michael Ferrante, Secretary/Mayor - Present

David Carroll, Trustee - Present

Patty Thomsson, Trustee – Present (left at 7:59 pm)

Fred Dennehy, Trustee - Present

Christine Tu, Trustee - Absent

Emma Bossard, School Administrator's representative - Present

Also Present: Brooke Basista, Director and Nancy Whitcraft from the Cranbury Public Library Foundation, 5 members of the public including Mark Berkowsky, Marilyn Mullen, and Denise McQueeney.

#### 2A. Resolution 2023-2, honoring Mark Berkowsky – KVenanzi read resolution 2023-2 in full and thanked Mark for his support throughout the construction process. Moved by KVenanzi, seconded by FDennehy. Unanimous vote. Many words of gratitude by many members of the board.

#### 3. CONSENT AGENDA

A. Action on minutes from 1/12/2023. Moved by KVenanzi, Seconded by EBossard.

B. Action on Bills from month end 1/31/2022. Moved by KVenanzi, Seconded by EBossard.

#### 4. TREASURER'S REPORT: Treasurer. Accepted as presented.

#### 5. PRESIDENT'S REPORT: President. Accepted as verbally presented.

#### 6. DIRECTOR'S REPORT: Director. Accepted as presented.

#### 7. TECHNOLOGY REPORT: Director. Accepted as presented.

#### 8. REPRESENTATIVES' REPORTS:

A. Mayor's Rep (Michael Ferrante) – Accepted as verbally presented.

B. School Administrator/Rep (Emma Bossard) – Agreement reached with teachers, details TBD.

C. Cranbury Public Library Foundation Rep (Nancy Whitcraft) – Jon Raphael is the 2023 President, Nancy is the 2023 VP, focus away from capital campaigns, will join at the February 25 retreat, working on book/DVD sale, New Neighbor reception planned for Tuesday, March 28.

#### 9. TRUSTEE COMMITTEE REPORTS

A. **Personnel:** Chair- Patty Thomsson, Kirstie Venanzi, David Carroll – no report

B. **Finance:** Chair - Ira Negin – Chair, Andre Mento, , David Carroll – report covered in Treasurer's Report

C. **Policy and Planning:** Kirstie Venanzi – Chair, Ira Negin, Patty Thomsson, Fred Dennehy – no report

D. **Nominations and Elections:** Andre Mento – Chair, Kirstie Venanzi – no report

E. **Special - Facilities Development/Task Force:** Kirstie Venanzi - Chair, Andre Mento, Fred Dennehy – Unanimous agreement to disband this committee.

F. **Special - Community Engagement:** Christine Tu – Chair, David Carroll, Patty Thomsson, Michael Ferrante – no report, mission to be confirmed at the February 25 retreat.

10. **OLD BUSINESS**
  - A. **Township Memo of understanding.**
  - B. **Sunday Staffing.** BBasista provided an update on filling the open roles.
  - C. **Board Retreat.** Saturday, February 25. Strategic Planning session.
12. **NEW BUSINESS**
  - A. **Discussion on Collection Development and Maintenance Policy.** Andre requested a review of the existing policy.
13. **CORRESPONDENCE.** Message from a CPL Staff Member read.
14. **PUBLIC COMMENT.** One member of the public asked a question.
15. **OPEN DISCUSSION PERIOD**
16. **ADJOURNMENT –** Motion to adjourn by INegin, Seconded by EBossard, unanimous adjournment at 8:36 pm.

Note:

This notice has been posted on the Cranbury Public Library website. The above agenda is as best known at the time of posting.

**\*DRAFT\***  
**AGREEMENT**  
**BETWEEN**  
**TOWNSHIP OF CRANBURY (“Township”)**  
**AND**  
**CRANBURY PUBLIC LIBRARY (“CPL”)**

This agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2023 effective immediately by and between the Township and CPL:

WHEREAS, the Township is the owner in fee simple of a certain tract of real property located at Block 23 Lot 14.03; and

WHEREAS, the land was dedicated in Resolution 02-20-046 to the CPL on February 24, 2020 for the purposes of public library use; and

WHEREAS, the free standing library was constructed on said parcel of land; and

WHEREAS, therefore the township is the owner of the building; the Library Board of Trustees shall hold in trust and manage the building as per NJ Library Law ; and

WHEREAS, the township is required by law to provide the legal minimum of one-third mill to the library; and

WHEREAS, in Resolution 05-16-088 adopted on May 9, 2016 the Township stated that the operation of the new library building would be the obligation of the Library Board of Trustees, and that while the municipality must provide the annual municipal appropriation required by law, all other funds required for the operation of the library are the obligation of the Board; and

WHEREAS, the library is organized under NJ law as a municipal public library and provides library services to the town of Cranbury; and

WHEREAS, the library, whose facility has an emergency generator, will partner with the Office of Emergency Management to serve as a potential resource to support the Township Emergency Operation Plan. Said agreement being dependent upon costs and/or mandates of the Office of Emergency Management.

WHEREAS, the library will partner with Township whenever possible to accommodate municipal meetings when needed due to size or space issues.

WHEREAS, the Township Committee finds it necessary to have a mutual agreement between both parties to specify the responsibilities of each party;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Cranbury that the Township and CPL shall agree to the terms of the agreement as set forth below:

§ 1. CPL Operational and Financial Responsibilities.

- A. Financial operation of the building
- B. Salary and benefit costs for the library staff
- C. Custodial maintenance
- D. Minor routine maintenance for capital items
- E. Maintenance of the aesthetic aspect bio-retention basin
- F. Garbage
- G. Recycling through County Collection
- H. Landscaping
- I. Removal of large items to be disposed of at Clean-Up Weekend or by any other means of disposal, such as recycling at Public Works

§ 2. Township Operational and Financial Responsibilities.

- A. Snow plowing of the parking lot.
- B. Snow shoveling and salting of the front walkway, timing to be at the discretion of Public Works
- C. Mowing of lawn
- D. Large capital items such as parking lot maintenance, or replacement of roof or HVAC system.
- E. Comprehensive and liability insurance with the cost being borne to the Township
- F. Workman's Compensation insurance for library employees with the cost being borne to the Township
- G. Payroll processing with a cost of \$4000 to be deducted from the annual municipal appropriation. Such cost will be reviewed every other year by the CFO and adjusted when necessary, not to exceed cost of living increase.
- H. The township will be responsible for all state-regulated maintenance of the bio-retention basin, per the 13 March 2018 Stormwater Maintenance Agreement (Middlesex County Planning Board File # CR-SP-117).

IN WITNESS WHEREOF, the parties hereunto have set their hands and seals to this agreement and it has been attested to by the Municipal Clerk.

ATTEST:

\_\_\_\_\_  
Debra A Rubin, Township Clerk

By: \_\_\_\_\_  
Michael Ferrante, Mayor

By: \_\_\_\_\_  
Andre Mento, Library Board of Trustees